

Director of Finance



Town of Apple Valley
CALIFORNIA

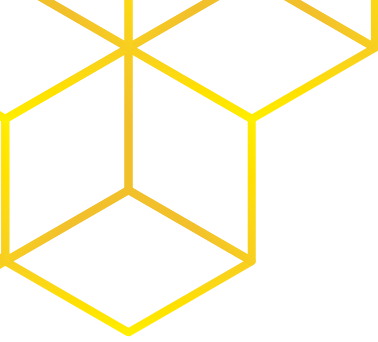


THE TOWN OF APPLE VALLEY

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the “High Desert”, Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas.

The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles” to complete that first paragraph. Apple Valley experiences an average of 350 days of sunshine per year with winter temperatures dipping into the low 20s to high 70s, and summer temperatures ranging from the low 40s through 110 degrees Fahrenheit.

Currently, 70,924 (2013) residents make Apple Valley their home. Once a playground of movie stars, Apple Valley continues to provide a wide range of reasons for families to make Apple Valley their home.



FINANCE DEPARTMENT

With a staff of 9, the Town of Apple Valley's Finance Department is responsible for all accounting functions, preparation and coordination of the Town's annual operating budget and capital improvement program, business licensing, revenue collections, treasury investing and debt management. The Finance Department is also responsible to the preparation and issuance of financial reports and administers the disbursement of Town funds in accordance with adopted fiscal policies and internal control procedures.



THE POSITION

The position of Director of Finance is an appointed position by the Town Manager. This position shall be responsible for planning, developing, implementing, and administering a comprehensive financial purchasing and data processing program in accordance with policies of the Town Council of the Town of Apple Valley as administered by the Town Manager and for directing activities of those departments providing financial services to the Town of Apple Valley.

EDUCATION AND TRAINING

Education: Education or experience equivalent to the graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field. A Masters Degree in administration, business administration, public administration or related field is desirable.

Experience: Five (5) years experience in financial administration, including a minimum of three (3) years supervisory experience. Previous administrative experience in a municipal or county government is desirable.

COMPENSATION AND BENEFITS

As of January 1, 2023, the base salary is \$134,616 to \$190,212 annually. In addition to the base salary, the Town offers:



BENEFITS

- Cafeteria Plan up to the amount of \$13,200 annually towards the purchase of medical, dental, and vision coverage.
- Town paid life insurance of \$50,000.
- Optional life insurance up to \$300,000.
- Retiree Health Savings Plan.
- Monthly Cell phone and Car Allowance



VACATION TIME

- 80 hours of administrative leave per fiscal year.
- 80 hours of accrued vacation during first year.
- 13 paid holidays, plus 3 floating holidays.
- 9/80 Work Schedule.

For additional information, please visit:
applevalley.org





RETIREMENT

- Cafeteria Plan up to the amount of \$13,200 annually towards the purchase of medical, dental, and vision coverage.
- Public Employees' Retirement System (PERS) 2% @ 55 plan for qualified "classic" employees as defined by
- CalPERS - employee contribution (7%) with prior public service; new members to PERS participate in a formula of 2% @ 62 - employee contribution (6.25%).



APPLICATION PROCESS

- To be considered for this
- exceptional career opportunity, submit your résumé, cover letter, and a list of four work-related references to Human Resources by emailing hr@applevalley.org, by 5:00 pm on Thursday, January 4, 2024. Résumé should reflect years and months of employment, as well as size of staff and budgets you have managed. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Town.





CONTACT US

14955 Dale Evans Pkwy.

Apple Valley CA 92307

760.240.7600

